

# ETS/CHAPTER OUTPROCESSING CHECKLIST

Name

Rank

Date

**Instructions:** This Out Processing Checklist is a tool to assist you with installation out-processing. This is for your use only and does NOT require any agency clearance stamps or signatures. Only your Installation Clearance Record, DA Form 137-2-R requires the proper signatures and/or stamps.

*Underlined areas indicate link to agency*

AGENCY & LOCATION	SCHEDULE	POC # OR OTHER	82d ONLY	CLEARED	NOTES
<u>AER-SSC, 3rd Floor</u>	Walk-in	910-396-2507/7289			
<u>ACS-SSC, 3rd Floor</u>	Walk-in	910-396-8682			
<u>ACAP-SSC, Basement, Wing M</u>	Walk-in	910-396-7188/8169	BLDG 3832		82nd ACAP: 910-432-0842/0279
<u>CIF-SSC, Basement</u>	Appointment Only	910-396-5383			
<u>Commercial Activities, SSC, Wing F</u>	Walk-in	910-396-8076			
<u>CYC-SSC, 4th Floor</u>	Walk-in	910-396-8110			
<u>Dental- Your servicing DENTAC</u>	Walk-in				
<u>Education Center- Corner of Knox &amp; Randolph</u>	Walk-in	910-396-6721/9286			
<u>Finance Brief, SSC, 2nd Fl. Wing D</u>	M-F @ 1030	910-396-5394			
<u>Government Travel Cards- S4</u>	Walk in		S-4		
<u>Housing-SSC, 1st Floor, Wing F</u>	Walk-in	910-396-7397			
<u>Library- Knox &amp; Randolph</u>	Walk-in	910-396-1691/3523			
<u>Medical- Your servicing Clinic</u>	Walk-in				
<u>MWR, 1st Floor, Wing F</u>	Walk-in	910-396-8993			
<u>Provost Marshall- SSC, Basement</u>	Walk in	910-396-9132	Gavin Hall		MUST TURN IN STICKERS

Ft Bragg Out Processing Branch  
Soldier Support Center  
BLDG. #4-2843 Normandy Drive  
2nd Floor, Wing D Room 261  
Ft Bragg, NC 28310

COM: 910-432-1961  
FAX: 910-396-4396  
IMA Stamp: 910-396-3205

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AGENCY & LOCATION	SCHEDULE	POC # OR OTHER	82d ONLY	CLEARED	NOTES
PX/AAFEES- Clothing Sales @ Mini Mall	Walk-in	910-436-2200			
Reserve Office- SSC, 1st Fl. Wing G	Walk-in	910-396-2528			
Security/ Bragg Email- S-2/S-6			S-2/ S-6		
Transportation	Walk-in	910-396-5212/2903			
TRICARE- WAMC, 1st Floor by ER	Walk-in	1-877-TRICARE			

## **THE FINAL 5 STATIONS BELOW MUST BE CLEARED IN ORDER!**

AGENCY & LOCATION	SCHEDULE	POC # OR OTHER	82d ONLY	CLEARED	NOTES
Unit					
Battalion S-1					
Finance- SSC, 2nd Floor, Wing D			Gavin Hall, Rm 260		
Final IMA Pre-Clearance-SSC, 2nd Fl, Rm 264	0800-1600 M-F				
Final IMA Stamp-SSC, Transition Branch	0800-1600 M-F				*See Required Documents Below*

- \_\_\_\_ \* Completed Installation Clearance Record (DA Form 137-2-R).
- \_\_\_\_ \* Unit Clearance Record (DA Form 137-1-R) with block 19 signed by your CDR, 1SG or S-1.
- \_\_\_\_ \* PERSTEMPO (Deployment History) Verification.
- \_\_\_\_ \* Copy of orders with any amendments.
- \_\_\_\_ \* Copy of completed DA Form 31, Leave Form to include all required signatures.
- \_\_\_\_ \* Your Medical and Dental Records.
- \_\_\_\_ \* ACAP Checklist.

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